

## Provider Imaging

**Note:** In order to add images, an assignment to the provider is not needed. However, additional security is needed for the Imaging Search page.

**Note:** Please see the Background Check Imaging User Guide on how to add background checks to provider members.

### If you have an assignment to the provider:

1. From your desktop, go to the Provider tab and click the Create Provider Work hyperlink [Create provider work](#) or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.

**Create Provider Work - Internet Explorer**  
eFISACWIS

Print Help

**Create Provider Items**

- Administrative
- Check
- Imaging **Provider**
- License
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

**Providers**

- Miller's Group Home (9221865)
- milwaukee (9221605)
- Minshull, Elizabeth (9221208)
- Missing from Out-of-Home Care (9221589)
- Mom's Happy Home (9221108)
- Montgomery, Dan (700006)
- Mooretest, Maddie (9221056)
- Muffin, Blueberry (9221684)
- Naber, Only (9221763)
- Nova, Hibiscus (9221418)
- Orange, Mom (9221619)
- Origami, Mama (9221724)
- Owens, Kathleen (20210)
- Owens, Kathleen (9221420)
- Parins, Parins (9221482)
- Parker, Dana (9221578)
- Patel, Elizabeth (9221334)
- Patterson (9221318)
- Patterson, Dana (9221452)
- Plum, Patti (700001)
- Plum, Patti (9221349)
- Privider new (9221099)
- Private, Private (9221730)
- Private New (9221075)
- Private Provider (9221212)
- Private Provider (9221530)
- Provider, Female (9221778)
- Provider, Foster (9221762)
- Provider, Home (9221447)**
- Provider, Home (9221445)

Create Close

2. On the Imaging page, enter the Date of the Document and select a Type.

Imaging - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Provider Details**  
Provider: Provider, Home (9221520) Worker: Jenny Weber

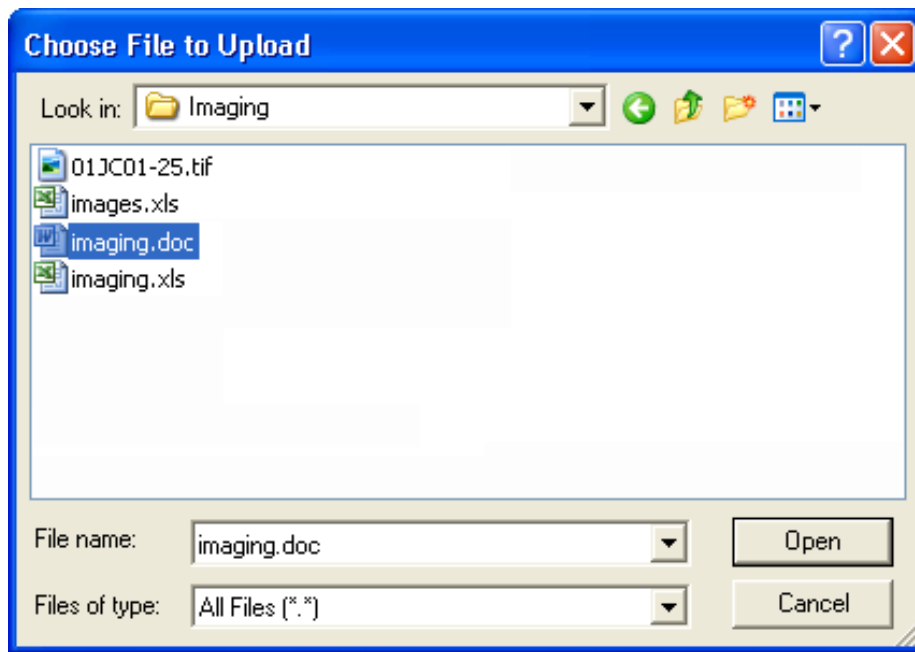
**Image Details**  
Date of Document: 00/00/0000  
Category: Provider  
Type:   
File Name:   
Browse...  
Comments:   
Last Updated By:   
Delete

Create Save Close

Done Trusted sites 100%

3. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.

4. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

5. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.

The screenshot shows a web browser window titled "Imaging - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help". The main content area is divided into two sections: "Provider Details" and "Image Details".

**Provider Details:**

- Provider: Provider, Home (9221520)
- Worker: Jenny Weber

**Image Details:**

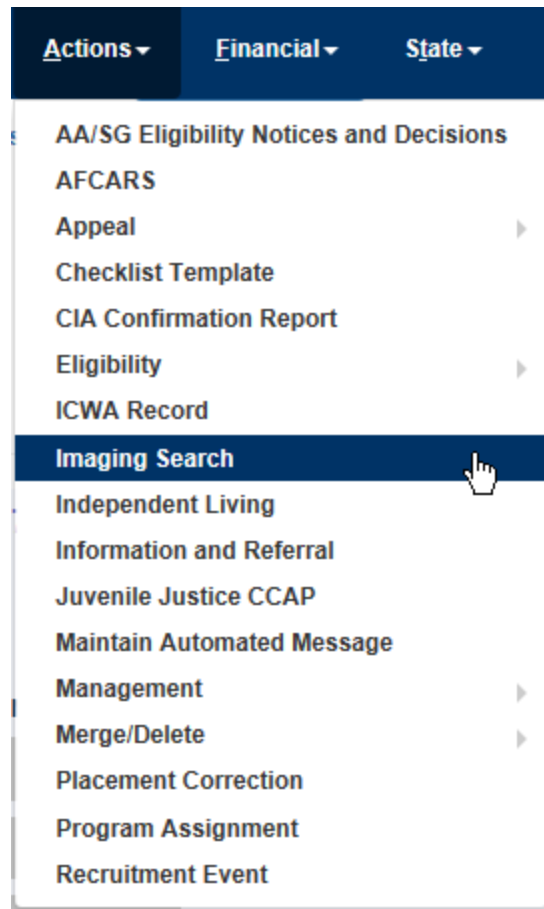
- Date of Document: 10/01/2010
- Category: Provider
- Type: Foster Home Study (dropdown menu)
- File Name: imaging.doc [View](#)
- Comments: (text area with up/down arrows)
- Last Updated By: (empty field)

Buttons at the bottom right include "Delete", "Create", "Save", and "Close". The browser status bar at the bottom shows "Done", "Trusted sites", and a zoom level of "100%".

6. Enter any comments in the Comments field.
7. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
8. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

## If you do not have an assignment to the provider:

1. From the desktop, click Actions > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.

The screenshot shows a web browser window titled "Imaging Search - Windows Internet Explorer". The page header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help". The main section is titled "Search Criteria" and contains the following elements:

- Search by:** A dropdown menu is open, displaying "Case", "Person", and "Provider".
- Name:** A text input field.
- Start Date:** A date picker set to 12/07/2009.
- End Date:** A date picker set to 12/07/2010.
- Category:** A text input field.
- Type:** A text input field.
- Search:** A button to execute the search.
- Hold down the 'Ctrl' key for multi-selection:** A提示 text.

Below the search criteria is a large empty box labeled "Results". At the bottom right of the results area are "Create" and "Close" buttons. The browser's status bar at the bottom shows "Done", "Trusted sites", and a zoom level of "100%".

3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

Provider Search -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help ?

**Search Criteria**

Provider Name:  First Name:  Provider ID:

Parent Agency ID:  Provider Type:  ☐ Search Providers of Parent Agency

Site #:  County:  ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision:

Record 1 to 2 of 2

**Providers Returned**

☐  Provider, Home (9221447)  
Open Foster Home 12/07/2006 Cake, Caitlin M., III (Supervisor) Oconto Des: Milwaukee License Status: Pending

☒  Provider, Home (9221845)  
Open Foster Home 02/07/2014 Daisy, Dan Milwaukee Des: Milwaukee License Status: Pending

4. This will bring you back to the Imaging Search page. The page will now display all scanned documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been changed. To add a previously scanned document, select the Category and Type of document. Click Create.

The screenshot shows the 'eWISACWIS UAT' web application running in Internet Explorer. The title bar reads 'Imaging Search - Internet Explorer'. The page header includes the application name and navigation links: Errors, Resource, Print, Spell Check, and Help. The main content area is titled 'Search Criteria' and contains the following fields:

- Search by:** A dropdown menu set to 'Provider'.
- Name:** 'Provider, Auntie (8039739)' with a link to 'Provider Search'.
- Start Date:** '10/07/2015' and **End Date:** '10/06/2016'.
- Category:** A list box containing 'Background Check', 'Kinship Care', 'Licensing', 'Licensing Appeal', and 'Provider'.
- Type:** An empty text box.

Below the category list is a note: 'Hold down the 'Ctrl' key for multi-selection'. A 'Search' button is located to the right of the 'Type' field. The 'Results' section below is a large empty box. At the bottom right of the results section are 'Create' and 'Close' buttons. The status bar at the bottom right shows '100%' zoom.



5. On the Imaging page, enter the Date of Document.
6. If you did not select the Type on the Imaging Search page, select the Type.

The screenshot shows a web application window titled "Imaging -- Webpage Dialog". The header bar is blue and contains the "eWiSACWIS" logo on the left and "Print", "Spell Check", and "Help" icons on the right. The main content area is divided into two sections: "Provider Details" and "Image Details".

**Provider Details:**

- Provider: Provider, Foster (9221481)
- Worker: Jenny Weber

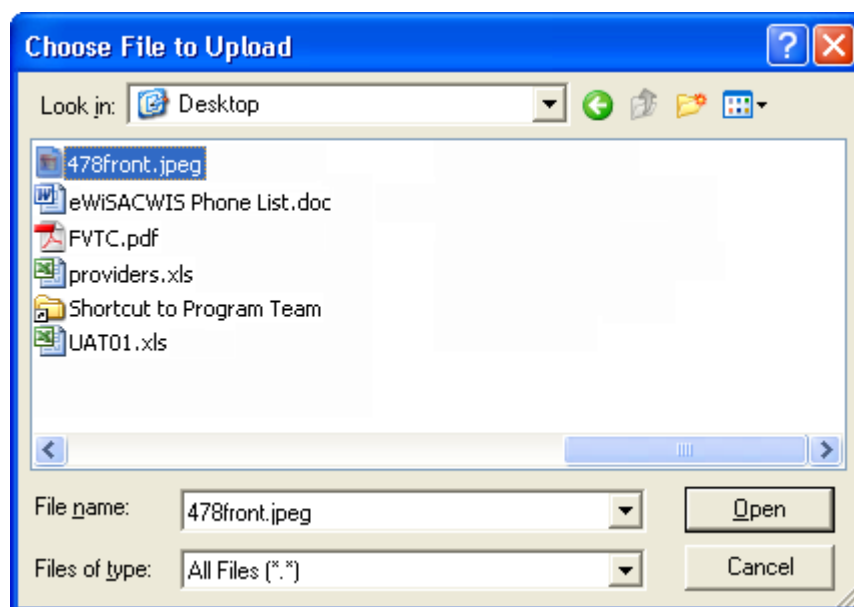
**Image Details:**

- Date of Document: 12/02/2010
- Category: Provider
- Type: Fire Evacuation Plan (dropdown menu)
- File Name: [Text Field] Browse...
- Comments: [Text Area]
- Last Updated By: [Text Field]

At the bottom right of the form are three buttons: "Create", "Save", and "Close". A "Delete" button is located near the "Last Updated By" field.

7. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

8. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

9. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.



10. Enter any applicable Comments.
11. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
12. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.
13. By clicking the Create button, this will open the Imaging page with the same Category selected.

The screenshot shows a web application window titled "Imaging -- Webpage Dialog" with a blue header bar. The header bar contains the "eWiSACWIS" logo on the left and "Print", "Spell Check", and "Help" icons on the right. The main content area is divided into two sections: "Provider Details" and "Image Details".

**Provider Details:** This section contains two text fields. The first is labeled "Provider:" and contains the text "Provider, Foster (9221481)". The second is labeled "Worker:" and contains the text "Jenny Weber".

**Image Details:** This section contains several form elements:

- Date of Document:** A text field containing "00/00/0000".
- Category:** A dropdown menu with "Licensing" selected.
- Type:** A dropdown menu with an empty selection.
- File Name:** A text field with a "Browse..." button to its right.
- Comments:** A large text area with up and down arrow buttons on the right side.
- Last Updated By:** A text field that is currently empty.

At the bottom right of the form, there are three buttons: "Delete", "Create", "Save", and "Close".

14. Enter the Date of Document.
15. If applicable, update the Category.
16. Select the Type.
17. To attach a previously scanned document, click the Browse button.
18. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.

19. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
20. Click Close.
21. You will return to the Imaging Search page. The page will display all scanned images for the selected Category and Type for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page .To add additional scanned documents, repeat the above steps.

**Imaging Search - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Search by: **Provider** Name: Provider, Foster (9221481) [Provider Search](#) Start Date: 12/13/2009 End Date: 12/13/2010

Category: **Provider** Type: **Fire Evacuation Plan**

Background Check  
Licensing  
Licensing Appeal  
**Provider**

Fire Evacuation Plan  
Foster Home Study  
Other - Provider  
Placement Agreement  
Private Insurance Information  
Purchase of Service Contract

Hold down the 'Ctrl' key for multi-selection **Search**

**Results**

Category	Type	Participant	Date	File Name	
Provider	Fire Evacuation Plan	n/a	12/02/2010	<a href="#">478front.jpeg</a>	<a href="#">Edit</a>
Provider	Private Insurance Information	n/a	12/02/2010	<a href="#">imaging.doc</a>	<a href="#">Edit</a>

**Create Close**

Done Trusted sites 100%

### Documenting an image for a licensing appeal

**Note:** An imaging record for a licensing appeal can be documented from the Create Provider Work page and Licensing Appeal Details page. The scenario below details how to document an image for a licensing appeal using the Create Provider Work page.

1. From your desktop, go to the Provider tab and click the Create Provider Work hyperlink [Create provider work](#) or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.

**Create Provider Work - Internet Explorer**  
eWISACWIS

Print Help

**Create Provider Items**

- Administrative
- Check
- Imaging **Licensing Appeal**
- License
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

**Providers**

- Smith, Carley (20173)
- Smith, Darion (9221681)
- Smith, William (9221421)
- sreshta (9221758)
- State, Neighbor (9221779)
- Steele, Ray (9221059)
- Steele, Ray (9221061)
- Sunflower Circle (9221445)
- Sunshine (9221449)
- Table Name Field Private Provider (9221537)
- Tani, Mom (9221333)
- Teacher, Terrific (9221324)
- Test, Provider (9221740)
- Test, Sally (9221062)
- Test, Sally (9221581)
- Test, Whole (9221672)
- Testing, Testing (9221603)
- Testing Tribal Agency (9221100)
- Testing, Inc. (9221094)
- TestLF, fix (9221375)
- TestLHe, Hey (9221374)
- Timmins, Mama Jane (9221680)
- treatmentTTTTTTTTTTT, testttttTTTTTTT (9221356)
- Unlicensed Shelter (9221826)
- Wash Co Secure Detention Center (9222025)
- Woods, Mike (9221759)
- Woods, walsh (9221760)
- Your Children Our Children CPA (9221599)
- Zeus, Auntie (9221625)**
- Zachary, Andrew (9221770)

Create Close

2. On the Imaging page, enter a Date of Document.
3. The Category will default to Licensing Appeal.
4. Make a selection from the Type field.
5. Make a selection from the License field. This list includes all instances denials, revocations, and non-renewals for the provider.

**eWiSACWIS**

Print Spell Check Help

**Provider Details**

Provider: Zeus, Auntie (9221625) Worker: Caitlin M. Cake, III

**Image Details**

Date of Document: 00/00/0000 Effective To: 00/00/0000

Category: Licensing Appeal

Type: [Dropdown]

License: [Dropdown]

File Name: [Text] Browse...

Name: [Dropdown]

Comments: [Text Area]

Last Updated By: [Text] Delete

Create Save Close

100%

6. To attach a previously scanned document, click the Browse button. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
7. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
8. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
9. Click Close. A link to the imaging record created will display under the Licenses icon of the associated provider.